



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---------------------------------------|--------------|--------------|---------------|
| MEDICALLY FRAGILE CASE MANAGER | 35 | B | 10.308 |

Under direction, Medically Fragile Case Managers provide health assessments for children who are HIV positive, substance exposed, developmentally delayed, and/or have other significant health problems; evaluate caregivers' ability to provide appropriate care; provide recommendations for the court related to placement and foster care rating; and provide technical assistance and consultation to caregivers and other staff related to medical or health issues.

Develop comprehensive nursing assessments for medically fragile infants and children who are in protective custody; determine the type of intervention and services required; authorize medical procedures and treatments; accompany child to medical appointments as needed to consult with physicians regarding child's health condition and treatment; make arrangements with providers for treatment interventions and other medical and health related services including resolving health care service delivery problems.

Participate in multi-disciplinary team meetings to identify and plan services for medically fragile children and their caregivers.

Assess and monitor the capabilities of the caregiver to provide for the child's health care and developmental needs; visit the child's home and document as required; provide health care service referrals or training to caregivers specific to the individual child's needs; advise caregivers of symptoms or possible occurrences that warrant immediate intervention; train caregivers in proper response or preventive actions; demonstrate administration of medications and the use specialized equipment or supplies; and provide consultation to caregivers including responding to calls during and after working hours.

Initiate and maintain individual case files including medical records, case narratives and reports; research and collect health related information from hospitals, clinics, home or institutional visits; develop nursing care plan narratives including recommendations for placement and medical care needs; review periodic progress reports submitted by caregivers; determine foster care payment rate for each child placed and re-evaluate periodically or as child's health condition changes; complete nursing reports for court review; perform special medical records case reviews as required.

Provide education and information to department staff and the public related to the specialized health care needs of medically fragile foster/adoptive children, Medicaid eligibility and application procedures, Specialized Foster Care Rate Settings, children with special needs adoptions, community resources, and other related areas.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Current driver's license is required.

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and two years of professional medical/surgical nursing experience in a hospital setting which included evaluating the need for medical services, treatment, equipment and supplies and providing medical case management services; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: application of the nursing process including assessment, diagnosis, planning, intervention and evaluation; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders and medical records; medical record documentation process; common uses, effects, side-effects, dosage and administration of a variety of medications; operation and use of common medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures. **Ability to:** interview clients and families to elicit a health history and social information including risk factors and needs; clinically assess the basic health status of a patient with significant medical and/or psychological problems; develop, implement and evaluate a nursing care plan; prepare and maintain records, charts and reports; follow detailed oral and written instructions; provide health education to individuals and families; establish and maintain cooperative working relationships with supervisors, staff, healthcare providers, patients and families; work independently and follow through on assignments with minimal direction.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: perinatal drug exposure, its implications, and post-natal care related to natural and foster home placement; pediatric and adult AIDS, including implications and precautions, as related to natural and foster home placement; departmental policies and procedures related to the program area. **General knowledge of:** eligibility requirements for local, State, and federal public assistance and medical programs; other human service agencies in the community. **Ability to:** train foster and/or natural parents in the use of specialized medical equipment; deliver group presentations to provide information or explain policies and procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.308

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10/23/92PC
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